



## MEMO

Good luck in your run for public office! Enclosed in this election packet are the following materials and information you will need for the 2018 Spring Election. Three (3) Village Trustee positions will be on the ballot in spring.

### **Nomination and Filing Requirements**

As a candidate for a Village Office in the Village of Kronenwetter, you will be required to follow specific procedures set forth in the Wisconsin Statutes in order to have your name included on an election ballot. The purpose of this memorandum will be to serve as a reminder of the important points set forth in the Wisconsin Statutes governing election requirements. Copies of election forms as well as pertinent election information are available on the web page of the Wisconsin Elections Commission at <http://elections.wi.gov/>. Copies of the Statutes are available for review at the Village Municipal Center. In addition, instructions are provided on the attached forms that you may wish to review prior to properly completing and filing the forms.

### **EL-162 Declaration of Candidacy**

This form, a copy of which is attached, must be properly completed and filed by all candidates for elected office. This form must be on file with the Village Clerk no later than the deadline for filing nomination papers: **Tuesday, January 2, 2018 at 5:00 p.m.** (The Municipal Center will be closed December 22, 25, 29, 2017 and January 1, 2018).

### **ETHCF-1 Campaign Registration Statement**

This form, a copy of which is attached, must be filed by candidates before campaign funds are collected or spent. Failure to file this statement by the deadline date will result in the candidate's name not appearing on the election ballot. Please complete sections 1, 3, 5 and the Certification Sections.

You may be eligible for an exemption from filing campaign finance reports. If you are not eligible for exemption from financial reporting requirements, it is suggested that you obtain a copy of the Campaign Finance Instruction and Bookkeeping Manual and carefully review it with your campaign treasurer.

### **EL-169 Nomination Paper for Nonpartisan Office**

This form must be used for the submission of nomination signatures. No other form is acceptable. The forms may be copied, found on the elections website at <http://elections.wi.gov/>, or you can obtain additional copies of this form from the Village Clerk's office if necessary. The following are applicable to this form.

- Qualifications – by election day you must be:
  - 18 years of age
  - Live in the Village of Kronenwetter
  - Qualified elector in the Village
  - Not having a felony conviction for which there has been no pardon
  - Not having been convicted of misdemeanor involving a violation of public trust

- Nomination papers may not be circulated no sooner than **December 1**, preceding the election.
- Nomination papers must be filed with the Village Clerk no later than 5:00 p.m. the first Tuesday of January preceding the election or next day if Tuesday is a holiday. **(Tuesday, January 2, 2018 by 5:00 p.m.)**
- Each candidate must obtain and submit at least twenty (20) but no more than one hundred (100) signatures of voters qualified to vote in the Village of Kronenwetter. It is recommended that you submit at least 25 in case a signature is disqualified.
- The person who circulates the paper and personally obtains the signatures must complete the certification of circulator on the bottom of the form after obtaining the signatures (Either potential candidate or other person circulating the nomination form).
- The Spring Election date is April 3, 2018, and a primary will be held February 20, 2018, if necessary.
- Drawing of the lots for ballot placement will be held in the Village Clerk's office on Thursday, January 4, 2018 at 10:00 a.m.

### **Extra Forms/Information**

You will also find other helpful information included with this packet (these items are for you to keep):

- Ballot Access Checklist
- Campaign Finance Checklist
- Code of Ethics For Public Officials and Employees
- Prohibited Election Practices

### **Kronenwetter Village Board Candidate Information**

The Village Board meetings are held on the second and fourth Tuesday of each month. You will meet more often as required to conduct Village business. Village Board members are required to serve on one or two of the Village's commissions and/or committees as well. Committees/Commissions typically meet once a month. Village Trustees are paid \$350.00 per month and the Village President is paid \$650.00 per month. The regular term of office for Village Board members takes effect on the third Tuesday in April. **(April 17, 2018)**

If you have any questions regarding these forms or the procedure, please contact the Village Clerk, Cindra Falkowski, at (715) 693-4200, ext 111.

### **Campaign Signage and Literature**

Even though a candidate qualifies to be exempt from filing campaign finance reports, they still must comply with Ch. 11, Wis. Stats. That means they keep campaign finance activity records and must use the disclaimer "Paid for by" on their signs and literature. §11.1303, Wis. Stats.

Campaign sign placement:

- Campaign signs are not allowed in the road right of ways (right of ways, on average, are measured 33-feet out from the center line of the road).
- You must have permission from land owners for sign placement.
- Signs are not allowed within 100-feet from the Municipal Center.

**BALLOT ACCESS CHECKLIST  
FOR 2018 MUNICIPAL CANDIDATES  
WHERE NOMINATION PAPERS ARE USED**



Each of the following forms must be completed and filed on time by candidates for municipal office in order for the candidate's name to be placed on the ballot at the **February 20, 2018 Spring Primary** and the **April 3, 2018 Spring Election**.

In the City of Milwaukee, the filing officer is the Milwaukee City Election Commission. In all other municipalities, the filing officer is the municipal clerk. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

- Complete and submit a Campaign Registration Statement (Form [ETHCF-1](#))** to the filing officer no later than **5 p.m. on Tuesday, January 2, 2018**, or the candidate's name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow postmarked no later than January 2, 2018. Wis. Stat. §§ 8.10(5), 8.30(4), Wis. Admin. Code EL § 6.04
  - New candidates file a campaign registration statement before funds are collected or spent or before nomination papers are submitted. Wis. Stat. §§ 11.0202(1)(a), 11.0202(2)(a).
  - Continuing candidates file an amended campaign registration statement indicating the office sought and the new primary and election dates before funds are collected or spent or before nomination papers are submitted. Wis. Stat. §§ 11.0202(1)(a), 11.0202(2)(a).
- Complete and submit a Declaration of Candidacy ([EL-162](#))** to the filing officer no later than **5 p.m. on Tuesday, January 2, 2018** or the candidate's name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow, postmarked no later than January 2, 2018. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 6.04.
- Circulate and submit Nomination Paper for Nonpartisan Office ([EL-169](#))** to the filing officer no later than **5 p.m. on Tuesday, January 2, 2018** or the candidate's name will not be placed on the ballot. Only original nomination papers (no photocopies, faxes, or emailed documents) will be accepted. Nomination papers may not be circulated before December 1, 2017. Wis. Stat. § 8.10(2),(3), Wis. Admin. Code EL § 6.04(2).

The number of signatures required is as follows:

All village and town offices:		20 - 100
1 <sup>st</sup> Class Cities:	Citywide offices	1,500 - 3,000
	Aldersperson elected to district	200 - 400
2 <sup>nd</sup> and 3 <sup>rd</sup> Class Cities:	Citywide offices	200 - 400
	Aldersperson elected at large	100 - 200
	Aldersperson elected to district	20 - 40
4 <sup>th</sup> Class Cities:	Citywide offices	50 - 100
	Aldersperson elected to district	20 - 40

- Municipal judge candidates:**  
**Complete and submit a Statement of Economic Interests (SEI)** to the Wisconsin Ethics Commission. The SEI must be received in the Wisconsin Ethics Commission office no later than **4:30 p.m. on Friday, January 5, 2018** or the candidate's name will not appear on the ballot. Wis. Stat. §§ 8.10(5), 8.30(3), 19.43(4). Faxed forms are acceptable. Before December 1, 2017, the Wisconsin Ethics Commission will mail Statement of Economic Interests forms to each incumbent whose office is up for election. After December 1, 2017, a candidate may print the Statement of Economic Interests form and instructions from the agency website. <http://ethics.wi.gov>.

**IMPORTANT NOTE REGARDING STATEMENTS OF ECONOMIC INTERESTS:**

A municipality may enact an ordinance establishing a code of ethics for public officials that may require a candidate for municipal office, *in addition to the office of Municipal Judge*, to file a *Statement of Economic Interests* (SEI). The ordinance may also provide that failure to timely file a *Statement of Economic Interests* will prevent the candidate's name from being placed on the ballot. Wis. Stat. § 19.59(1m),(3)(b). Please contact the filing officer to learn if this requirement applies to you.



**3. COMMITTEE TREASURER** (Campaign finance correspondence is mailed to this address.)

Treasurer's Name	Telephone Number (residence)
Address (number and street)	Telephone Number (employment)
City, State and Zip Code	Treasurer Email Address

**4. PRINCIPAL OFFICERS OF COMMITTEE AND OTHER CUSTODIANS OF BOOKS AND ACCOUNTS**

Attach additional listing if necessary. FOR INDEPENDENT AND LOCAL NONPARTISAN CANDIDATES ONLY: Indicate which officers or committee members are authorized to fill a vacancy in nomination due to death of candidate by an asterisk(\*). See Wis. Stats. §8.35.

NAME	MAILING ADDRESS	Email Address	Phone #	POSITION

**5. DEPOSITORY INFORMATION**

Name of Financial Institution	
Address (number and street)	City, State and Zip Code

**CERTIFICATION**

**MAJOR PURPOSE (For PACs, Independent Expenditure Committees, and Referendum Committees ONLY)**

We certify that we are an entity required to file under WIS. STAT. § 11 (See: statutory definitions, §11.0101 or instructions below for details).

**TREASURER**

I, \_\_\_\_\_ (print full name) certify the information in this statement is true, correct and complete.

Signature \_\_\_\_\_, Treasurer. Date \_\_\_\_\_

**CANDIDATE (or recall petitioner)**

I, \_\_\_\_\_ (print full name) certify the information in this statement is true, correct and complete.

Signature \_\_\_\_\_, Candidate/Petitioner. Date \_\_\_\_\_

**+++ EXEMPTION FROM FILING CAMPAIGN FINANCE REPORTS §11.0104 Wis. Stats. +++**

You may be eligible for an exemption from filing campaign finance reports. Consult the Campaign Finance Overview for your type of committee to determine if your committee qualifies for exemption.

This registrant is eligible for exemption. This registrant will not accept contributions, make disbursements or incur obligations in an aggregate amount of more than \$2,000 in a calendar year. I am aware that per statute §11.0104(2), exempt status is effective only for the calendar year it is granted, and must be renewed each year if the committee wishes to remain exempt from filing reports.

This registrant is no longer eligible to claim exemption.

\_\_\_\_\_  
Signature of Candidate or Treasurer

\_\_\_\_\_  
Date

THE INFORMATION ON THIS FORM IS REQUIRED BY §§9.10(2)(d), 11.0203, 11.0303, 11.0403, 11.0503, 11.0603, 11.0803, 11.0903, WIS. STATS. FAILURE TO PROVIDE REQUIRED INFORMATION MAY SUBJECT YOU TO THE PENALTIES OF §§8.30(2), 11.1400, 11.1401, WIS. STATS.

**CAMPAIGN REGISTRATION STATEMENT (ETHCF-1) INSTRUCTIONS**

<b><u>Who Must Register</u></b>	<b><u>When</u></b>	<b><u>Where</u></b>
Candidates	no later than filing nomination papers or when they raise or spend any money on election, except those needed to open a bank account	Local office or referenda- with the local clerk (town, village, city, school)  State office or statewide referenda – with the Wisconsin Government Accountability Board  For a mix of state and local offices – with the Wisconsin Government Accountability Board
Referenda <sup>¶</sup> committees	Before spending or taking in more than \$10,000	
Recall committees	Before spending or taking in more than \$2,000	
Party Committees	Party committees must register upon their inception and prior to raising or spending any funds.	All Party Committees, PACs, and IECs active in either state or local contests must register at the state level, with the Wisconsin Government Accountability Board.
Political Action* Committees (PACs)	Before spending or taking in more than \$2,500	
Independent <sup>‡</sup> Expenditure Committees (IECs)	Before spending or taking in more than \$2,500	

- \* A PAC is only required to register if it has the major purpose of express advocacy, or spends more than 50% of its total spending in a 12-month period on express advocacy, referendum activity, or contributions to candidates, legislative campaign committees, and parties.
- ‡ An IEC is only required to register if it has the major purpose of independent expenditures, or spends over 50% of its total spending in a 12-month period on independent expenditures and referendum activity.
- ¶ A Referendum Committee is only required to file if it has the major purpose of making expenditures to support or defeat a referendum OR more than 50% of its total spending in a 12-month period is on expenditures made to support or defeat a referendum.

**Completing a Registration Statement**

**Section 1: Candidate and Candidate Committee Information** - Section 1 should be completed by candidate committees only.

- Campaign Committee Name – Any candidate that accepts a donation must have a committee. Any communication (flyers, newspaper ads, website) requires a disclaimer ‘Paid for by *Committee name*.
  - If you are seeking multiple offices (town, county, school board), or plan to seek another office in the future, you may want to consider a generic committee name without the name of the office sought such as ‘Friends of ...’, or ‘Committee to Elect ...’. This will allow you to keep the same committee name for various offices.
  - Your committee name does not have to include your last name, but including your last name makes searching for your committee easier.
  - Committee PIN Number: is any combination of numerical digits selected by the committee and is used for electronic signature purposes.

**Section 2: Non-Candidate Committee Information** - Section 2 should be completed by non-candidate committees only.

- Committee PIN Number: is any combination of numerical digits selected by the committee and is used for electronic signature purposes.
- A. Political Party Committee
  - To use the name of one of the recognized political parties in Wisconsin – Constitution, Democratic, Libertarian, or Republican, you must have permission from the state party.

- C. Political Action Committee (PAC)
  - PACs may receive money from individuals or other PACs, and contribute money directly to candidates. PACs may not accept money from corporations.
  - Committees intending to make only independent expenditures, without contributing to or coordinating with candidate committees, should register as an Independent Expenditure Committee - see letter D below.
  - A resident committee is based in Wisconsin and must report all receipts and expenses.
  - A non-resident committee is based outside of Wisconsin and must report only expenses in Wisconsin for either local and state-level contests.
- D. Independent Expenditure Committee
  - Committees making only independent expenditures may not contribute to candidate committees directly. They also cannot coordinate with candidate committees on express advocacy – communications that explicitly urge recipients to vote for or against a candidate. These committees may accept unlimited contributions from individuals and from corporations.

Section 3. Campaign Treasurer - Section 3 should be completed by all committees.

All committees must name a treasurer. A candidate may designate any adult to serve as the committee's treasurer, or the candidate may serve as his/her own treasurer. It is important that the treasurer's name, complete address, telephone number and email address be provided on the registration statement and be kept current. **All notices and forms for campaign finance reports will be sent to this person at the address given in this section.** Failure to receive notice of the filing requirement does not exempt a candidate from the requirement to file the reports.

Item 4. Principal Officers of the Committee and Other Custodians of Books and Accounts (Optional)

If the committee has officers or other contacts besides the treasurer, they should be listed in Item 4. For a recall committee, the recall petitioner must be included here. The Ethics Commission recommends that you provide more than one person's contact information.

Item 5. Depository Information **(MANDATORY)**

In some cases, banks may require a completed ETHCF-1 registration form to open a bank account. Your committee may register without a bank account, but the ETHCF-1 form must be amended **within 10 days** to report any change, including new bank account information.

In general, all committees must have a campaign depository account. Please list the information for one of these two options:

1. Separate campaign account
  - This account may be used only for campaign funds
  - The bank may require an Employer Identification Number (EIN) from the IRS to open a committee account
2. Only Candidates may use a personal bank account
  - This is allowed only if the candidate is claiming the exemption from filing finance reports (under \$2,000 of receipts, under \$2,000 expenses in a calendar year)

Candidates running for more than one elected office may have more than one committee and more than one campaign depository account.

## Certification

The candidate and committee treasurer must sign the original registration statement of a candidate committee certifying that the information is true, correct, and complete. For a recall committee, the recall petitioner and the treasurer must both sign. A candidate serving as his/her own treasurer only needs to sign once. Non-candidate committees require only the treasurer's signature. Amendments to the registration may be signed by either the candidate or treasurer. If there is a change in treasurer, the new treasurer should sign.

## Exemption From Filing Campaign Finance Reports

All committees must file campaign finance reports, unless they check the box to claim exemption and remain within those limits.

- A committee not collecting or spending more than \$2,000 total in a calendar year.
- Candidate committees and Party Committees must register before collecting or spending any money, but those committees may not have to file reports if they claim exemption.
- PACs and IECs do not have to register until they collect or spend more than \$2,500 in a calendar year. A PAC or IEC that is already registered, but will have limited activity for a calendar year, may claim exemption and would not have to file reports for that year.
- A referendum committee that does not collect or spend more than \$10,000 is not required to register. Because a referendum committee is unlikely to be active for multiple years, it would be rare for this type of committee to claim exemption.
- A recall committee that does not collect or spend more than \$2,000 is not required to register. A recall committee does not have to file reports unless it succeeds in forcing a recall election.

If a committee on exempt status exceeds any of the limits listed above:

- The committee must immediately file an amended ETHCF-1 with the appropriate filing officer, revoking the exempt status.
- The committee must report all campaign finance activity back to the beginning of the calendar year.

If a committee filed reports for the previous calendar year, and wishes to go on exempt status for the upcoming year, the committee must file a January Continuing report covering all activity through December 31<sup>st</sup>. Include an updated ETHCF-1 requesting exempt status for the upcoming year.

## Renewing Exemption

Statute §11.0104(2) states that exemption is effective only for the calendar year it is granted. If a committee wishes to renew its exempt status, it must file the (ETHCF-14) or a new ETHCF-1 after 12/31 and before the closing date for the first reporting period for which it would be required to file a report. Candidates on the ballot that calendar year may claim exemption when they first register, or renew their exemption from the previous calendar year, but a candidate on the ballot that calendar year may not claim exemption before the date of her/his election if he/she has not been on exempt status previously. See statute §11.0104(1) (b).

## Amending a Registration Statement

When any of the information reported on the registration statement changes, the statement must be amended by filing a new ETHCF-1. The candidate or treasurer must file the new ETHCF-1 within **10 days** of the change, checking the "yes" box at the top of the form to indicate that it is an amendment.

# Declaration of Candidacy

(See instructions for preparation on back)

FOR OFFICE USE ONLY

Is this an amendment?

**Yes** (if you have already filed a DOC for this election)

**No** (if this is the first DOC you have filed for this election)

I, \_\_\_\_\_, being duly sworn, state that  
Candidate's name

I am a candidate for the office of \_\_\_\_\_  
Official name of office - Include district, branch or seat number

representing \_\_\_\_\_  
If partisan election, name of political party or statement of principle - five words or less (Candidates for nonpartisan office may leave blank.)

and I meet or will meet at the time I assume office the applicable age, citizenship, residency and voting qualification requirements, if any, prescribed by the constitutions and laws of the United States and the State of Wisconsin, and that I will otherwise qualify for office, if nominated and elected.

I have not been convicted of a felony in any court within the United States for which I have not been pardoned.<sup>1</sup>

**My present address, including my municipality of residence for voting purposes is:**

House or fire no.	Street Name	Mailing Municipality and State	Zip code	Town of Village of City of	Municipality of Residence for Voting
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**My name as I wish it to appear on the official ballot is as follows:**

\_\_\_\_\_  
(Any combination of first name, middle name or initials with surname. A nickname may replace a legal name.)

STATE OF WISCONSIN }  
County of \_\_\_\_\_ } ss. \_\_\_\_\_  
(County of notarization)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Signature of person authorized to administer oaths)

**NOTARY SEAL  
NOT REQUIRED**

My commission expires \_\_\_\_\_ or \_\_\_\_\_ is permanent.

Notary Public or \_\_\_\_\_  
(Official title, if not a notary)

The information on this form is required by Wis. Stat. § 8.21, Art. XIII, Sec. 3, Wis. Const., and must be filed with the filing officer in order to have a candidate's name placed on the ballot. Wis. Stats. §§ 8.05 (1)(j), 8.10 (5), 8.15 (4)(b), 8.17 (2), 8.20 (6), 120.06 (6)(b).

<sup>1</sup> A 1996 constitutional amendment bars any candidate convicted of a misdemeanor which violates the public trust from running for or holding a public office. However, the legislature has not defined which misdemeanors violate the public trust. A candidate convicted of any misdemeanor is not barred from running for or holding a public office until the legislature defines which misdemeanors apply.

## Instructions for Completing the Declaration of Candidacy

All candidates seeking ballot status for election to any office in the State of Wisconsin must properly complete and file a **Declaration of Candidacy**. This form must be **ON FILE** with the proper filing officer no later than the deadline for filing nomination papers or the candidate's name will not appear on the ballot. A facsimile will be accepted if the FAX copy is received by the filing officer no later than the filing deadline **and** the signed original declaration is received by the filing officer with a postmark no later than the filing deadline.

### **Information to be provided by the candidate:**

- Type or print your name on the first line.
- The title of the office and **any district, branch, or seat number** for which you are seeking election must be inserted on the second line. *For legislative offices insert the title and district number, for district attorneys insert the title and the county, for circuit court offices insert the title, county and branch number, and for municipal and school board offices insert the title and any district or seat number.*
- Type or print the political party affiliation or principle supported by you in five words or less on the third line. *Nonpartisan candidates may leave this line blank.*
- **Felony convictions: Your name cannot appear on the ballot if you have been convicted of a felony in any court in the United States for which you have not been pardoned. Please see footnote on page 1 for further information with respect to convictions for misdemeanors involving a violation of public trust. These restrictions only apply to candidates for state and local office.**
- Your current address, including your municipality of residence for voting purposes, must be inserted on the fourth line. This must include your entire mailing address (**street and number, municipality where you receive mail**) and the name of the municipality in which you reside and vote (town, village, or city of \_\_\_). If your address changes before the election, an amended Declaration of Candidacy must be filed with the filing officer. Wis. Stat. § 8.21. *Federal candidates are not required to provide this information, however an address for contact purposes is helpful.*
- Type or print your name on the fifth line as you want it to be printed on the official ballot. You may use your full legal name, or any combination of first name, middle name, and initials, or nickname with last name.

**Note:** The Wisconsin Elections Commission has determined that, absent any evidence of an attempt to manipulate the electoral process, candidates are permitted to choose any form of their name, including nicknames, by which they want to appear on the ballot.

No titles are permitted. In addition, names such as “Red” or “Skip” are permitted, but names which have an apparent electoral purpose or benefit, such as “Lower taxes,” “None of the above” or “Lower Spending” are not permitted. It is also not permissible to add nicknames in quotes or parentheses. For example, John “Jack” Jones or John (Jack) Jones are not acceptable, but John Jones, Jack Jones or John Jack Jones are acceptable.

This form must be sworn to and signed in the presence of a notary public or other person authorized to administer oaths, such as a county or municipal clerk. Wis. Stat. § 8.21(2).

### **Information to be provided by the person administering the oath:**

- The county of notarization.
- The date the Declaration of Candidacy was signed and the oath administered.
- The signature and title of the person administering the oath. If signed by a notary public, the date the notary's commission expires must be listed. *The notary seal is not required.*

All candidates for offices using the nomination paper process and all school district candidates must file this form with the appropriate filing officer no later than the deadline for filing nomination papers. Wis. Stats. §§ 8.10 (5), 8.15 (4)(b), 8.17 (2), 8.20 (6), 8.50 (3)(a), 120.06 (6)(b).

Candidates nominated for local office at a caucus must file this form with their municipal clerk within 5 days of receiving notice of nomination. Wis. Stat. § 8.05 (l)(j).

## NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name <b>(required)</b> ; no titles may be used.		Candidate's residential address <b>(required)</b> <i>No P.O. box addresses</i> Street, fire, or rural route number; box number (if rural route); and name of street or road		Candidate's municipality for <u>voting</u> purposes <b>(required)</b> <input type="checkbox"/> Town <input checked="" type="checkbox"/> Village <u>Kronenwetter</u> <input type="checkbox"/> City (name of municipality)	
Candidate's mailing address, including municipality for mailing purposes <b>(required)</b> if different than residential address or voting municipality)		State <b>(required)</b> <b>WI</b>	Zip code 54455	Type of election <b>(required)</b> <input type="checkbox"/> spring <input type="checkbox"/> special	
Election date <b>(required)</b> <i>Do not use primary date.</i> Mo/Day/Year <u>4/3/2018</u>		Title of office <b>(required)</b> Village Trustee		Branch, district or seat number <b>(required)</b> if applicable <input type="checkbox"/> Branch <input type="checkbox"/> District <input type="checkbox"/> Seat	
				Name of jurisdiction or district in which candidate seeks office <b>(required)</b> Village of Kronenwetter	

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for  him or  her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

**The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.**

Signatures of Electors	Printed Name of Electors	Residential Address <i>(No P.O. Box Addresses)</i> Street and Number or Rural Route <small>(Rural address must also include box or fire no.)</small>	Municipality of Residence <small>Check the type and write the name of your municipality for voting purposes.</small>	Date of Signing Mo/Day/Year
1.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
2.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
3.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
4.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
5.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
6.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
7.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
8.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
9.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
10.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	

### CERTIFICATION OF CIRCULATOR

I, \_\_\_\_\_ certify: I reside at \_\_\_\_\_.

(Name of circulator) (Circulator's residential address - **Include number, street, and municipality.**)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3)(a).

\_\_\_\_\_  
(Date) (Signature of circulator)

## INSTRUCTIONS FOR PREPARING NOMINATION PAPERS FOR NONPARTISAN OFFICE

This is a sample nomination paper form. It conforms to the statutory requirements for nomination papers for nonpartisan office. All information concerning the candidate must be completed in full before circulating this form to obtain signatures of electors. All information concerning the signing electors and the circulator must be completed in full before filing with the appropriate filing officer. This form may be reproduced in any way. A candidate's picture and biographical data may also be added to this form. The Wisconsin Elections Commission has determined that no disclaimer or other attribution statement is required on nomination papers. Candidates are advised to send a sample of their completed form to the filing officer for review before circulation.

**Page Numbers** – Number each page consecutively, beginning with “1”, before submitting to the filing officer. A space for page numbers has been provided in the lower right-hand corner of the form.

**Candidate's Name** - Insert the candidate's name. A candidate may use his or her full legal name, or any combination of first name, middle name, and initials or nickname with last name. The Wisconsin Elections Commission has determined that, absent any evidence of an attempt to manipulate the electoral process, candidates are permitted to choose any form of their name, including nicknames, by which they want to appear on the ballot.

No titles are permitted. In addition, names such as “Red” or “Skip” are permitted, but names which have an apparent electoral purpose or benefit, such as “Lower taxes,” “None of the above” or “Lower Spending” are not permitted. It is also not permissible to add nicknames in quotes or parentheses between first and last names. For example, John “Jack” Jones or John (Jack) Jones are not acceptable, but John Jones, Jack Jones or John Jack Jones are acceptable.

**Candidate's Address** – Insert the candidate's residential address (*no P.O. Box addresses*) and the municipality for voting purposes. Indicate if the municipality of residence is a town, village, or city. If a candidate's mailing address is different from the residential address or voting municipality, a complete mailing address must also be given.

**Date of Election** - Insert the date of the election. If the nomination paper is being circulated for a spring election, the date is the first Tuesday in April. If the election is a special nonpartisan election, the date of the special election must be listed.

**Title of Office** - The name of the office must be listed **along with any branch, district, or seat number** (if applicable) that clearly identifies the office the candidate is seeking. If necessary, the name of the jurisdiction that identifies the office, such as Dane County Circuit Court Judge, Branch 3, must also be listed.

**Name of Jurisdiction** - The nomination papers must also indicate the municipality or jurisdiction in which the signing electors are qualified to vote, as it relates to the office sought by the candidate named on the nomination paper. For example, for a statewide office the jurisdiction is the State of Wisconsin. Others may be the county, town, village, city, aldermanic district, school district, or town sanitary district, as required.

**Signatures and Printed Name of Electors** - Only qualified electors of the jurisdiction or the district the candidate seeks to represent may sign the nomination papers. Each signer must also legibly print their name. Each elector must provide their **residential** address (*no P.O. Box addresses*), including any street, fire or rural route number, box number (if rural route) and street or road name, and municipality of residence. A post office box number alone does not show where the elector actually resides. The name of the Municipality of Residence must be listed for each signing elector and must clearly identify the town, village or city where the elector's voting residence is located. The date the elector signed the nomination paper, including month, day and year, must be indicated. Ditto marks that follow correct and complete address or date information are acceptable. The circulator may add any missing or illegible address or date information before the papers are filed with the filing officer.

**Signature of Circulator** - The circulator should carefully read the language of the *Certification of Circulator*. **THE CIRCULATOR MUST PERSONALLY PRESENT THE NOMINATION PAPER TO EACH SIGNER. THE NOMINATION PAPER MAY NOT BE LEFT UNATTENDED ON COUNTERS OR POSTED ON BULLETIN BOARDS.** The circulator's complete residential address including municipality of residence must be listed in the certification. **After** obtaining signatures of electors, the circulator must sign and date the certification.

**Other Instructions** - Candidates and circulators should review Ch. GAB §§ 2.05, 2.07, Wis. Adm. Code.

- *Original* nomination papers must be in the physical custody of the appropriate filing officer by the filing deadline. A postmark on the filing deadline is **NOT** sufficient. Nomination papers **CANNOT** be faxed to the filing officer. Ch. GAB § 6.04(2), Wis. Adm. Code.
- Nomination papers with the required number of signatures must be filed with the appropriate filing officer **no later than 5:00 p.m.** on the first Tuesday in January (or the next day if the first Tuesday is a holiday) before the spring election. Special elections may have different filing deadlines. Check with the filing officer.
- In order for a candidate's name to be placed on the ballot, a candidate must file a *Campaign Registration Statement* (ETHCF-1), a *Declaration of Candidacy* (EL-162), and *Nomination Papers* (EL-169) containing the appropriate number of signatures for the office sought no later than the filing deadline. Wis. Stat. § 8.10(3). Candidates for state office and municipal judge must also file a statement of economic interests with the Wisconsin Ethics Commission by the third business day after the nomination paper filing deadline. Wis. Stat. § 19.43. If any one of these required forms is not filed by the deadline, the candidate's name will not be placed on the ballot. Wis. Stat. § 8.30.
- If a candidate or circulator has any questions, he or she should contact the filing officer.